

**Child Development
Division****MANAGEMENT
BULLETIN**

Main Office Number: (916) 322-6233

Subject: 1999-2000 Allocations for CalWORKs Stage 3 Set-Aside Augmentation	No.: 00-04 (mb)
Authority: 1999 Budget Act (Chapter 50, Statutes of 1999)	Date: February 2000
	Expires: June 30, 2000

ATTENTION: ALTERNATIVE PAYMENT CONTRACTORS**PURPOSE**

This Management Bulletin is to inform Alternative Payment Programs (APPs) of the augmentation to their Fiscal Year (FY) 1999-2000 CalWORKs Stage 3 Set-Aside contracts (see Attachment A). The State has approved an additional \$6.77 million in Stage 3 funding for families who will exhaust their 24-month period of eligibility for Stage 1 and/or Stage 2 child care services in the current fiscal year. This bulletin explains the rationale for the allocations and provides additional information regarding the use of these funds through the remainder of this fiscal year. We recognize that because of the difficulty of accurately projecting the numbers of timing out children, agencies may still not be allocated enough funds to carry the cost of these children through June 30, 2000. This bulletin also provides agencies the opportunity to request additional funds for Stage 3 Set-Aside if needed.

The information in this bulletin supercedes the instructions provided in Management Bulletin 99-15 (issued November 1999) for terminating families for lack of funds.

BACKGROUND

The FY 1999-2000 Budget Act, as signed by the Governor, appropriated funds for CalWORKs Stage 3 Set-Aside child care programs. APPs completed caseload and cost surveys for the CalWORKs stages in June 1999 and again in November 1999. Both surveys indicated that the need for Stage 3 Set-Aside funds to cover all families timing out would exceed the amount budgeted. Considering the documented need for additional funds, the Governor's Office and the Legislature have approved a budget revision for \$6.77 million to augment Stage 3 Set-Aside funding. Since the Stage 3 Set-Aside caseload has been extraordinarily difficult for agencies and the State to project, the Governor's Office also indicated that funds in addition to this \$6.77 million augmentation could be requested if individual agencies could document their additional need.

(over)

ADDITIONAL ALLOCATION AMOUNTS

Attachment A lists the additional Stage 3 Set-Aside augmentation. This augmentation is based on each agency's response to the November CalWORKs Survey 4 for children timing out of Stage 1 and/or 2. In December 1999, agencies were allocated \$20.6 million, the total amount budgeted at that time, which met approximately 78 percent of each agency's need identified by the survey. This present allocation will bring each agency up to 100 percent of the need identified by the November survey. Since the fund source of this augmentation is from federal funds, agencies will receive an amendment to their current F3AP contract. The amendments for this augmentation are already being prepared and mailed to APPs.

If your circumstances have changed and you feel you will still run out of funding for timing out families prior to June 30, then you should complete Attachment C, the Stage 3 Set-Aside Funding Analysis Survey.

INSTRUCTIONS FOR COMPLETING THE ATTACHMENTS

Attachment B - Augmentation Response Form

All agencies must complete and return the Stage 3 Set-Aside Augmentation Response Form by Friday, March 10. On this form, you must indicate whether you need the current augmentation as listed on Attachment A, and whether you will be submitting a request for an additional allocation to meet the needs of children through June 30, 2000. If a response is not received, CDE will assume that you do not need an additional augmentation. This form should be submitted to the Child Development Fiscal Services Office via FAX at (916) 322-6050.

Attachment C - Funding Analysis Survey

Only those agencies requesting an allocation in addition to the augmentation listed in Attachment A of this Management Bulletin should complete this form. Such agencies have until Friday, March 17, to complete the Stage 3 Set-Aside Funding Analysis Survey (Attachment C). This information will be used to determine the statewide need for additional funds which must be authorized by the Department of Finance. This request will go forward as soon as the data are returned to us so that the funds will be available as quickly as possible.

Agencies will need to determine, based on the agency's cost per child month of care including administrative costs, when they will exhaust Stage 3 Set-Aside funds and the amount of additional funds that will be needed to serve all timing out families through June 30, 2000. This form should also be submitted to the Child Development Fiscal Services Office at the address shown on the form or FAX it to (916) 322-6050.

POLICY

The augmentations listed in Attachment A, and possible subsequent augmentations, are intended to provide funding only for families timing off their 2-year eligibility period for Stage 1 and/or Stage 2 child care programs. These funds may not be used to fund over-enrollment in the base Stage 3 Set-Aside program (i.e., your original F3AP contract).

The State has committed to funding child care services for all families timing out in the current year. Therefore, APPs should not terminate families. This information supercedes Management Bulletin 99-15 (issued November 1999).

Questions regarding this Management Bulletin may be directed to Mike Fuller at (916) 322-6248 or Nancy Remley at (916) 323-1329 in the Child Development Division.



Maria Balakshin, Director
Child Development Division



Kathy B. Lewis, Deputy Superintendent
Child, Youth and Family Services Branch

Attachments:

- Attachment A - CalWORKs Stage 3 Set-Aside Augmentations
- Attachment B - Augmentation Response Form
- Attachment C - Funding Analysis Survey

Attachment A

CalWORKs Stage 3 Set-Aside Augmentations

County ID	County Name	Agency ID	Agency	Augmentation Amount
01	Alameda	B325	BANANAS, INC	\$163,166
01	Alameda	E064	BERKELEY-ALBANY LIC FAMILY DC	5,718
01	Alameda	B371	CHILD, FAMILY & COMM SVCS INC.	37,356
01	Alameda	U243	DAVIS STREET COMM CNTR INC THE	48,850
01	Alameda	B591	OAKLAND LICENSED DAY CARE ASSN	32,983
01	Alameda	B388	RESOURCES FOR FAMILY DEV.	28,485
03	Amador	X675	HUMAN RESOURCES COUNCIL INC.	198
04	Butte	N852	VALLEY OAK CHILDREN'S SERV.	7,586
05	Calaveras	X675	HUMAN RESOURCES COUNCIL INC.	280
06	Colusa	1006	COLUSA CO OFFICE OF EDUCATION	5,855
07	Contra Costa	H860	CONTRA COSTA CHILD CARE CNCL	224,881
07	Contra Costa	L358	CONTRA COSTA CO SOC SERV DEPT	3,794
07	Contra Costa	A982	PRIVATE NURSERY SCHOOL ASSN	114,612
08	Del Norte	X707	DEL NORTE CHILD CARE COUNCIL	68
09	El Dorado	B655	CONTINUING DEVELOPMENT INC	9,078
10	Fresno	X710	FRESNO CO DEPT OF SOCIAL SVCS	104,709
10	Fresno	A982	PRIVATE NURSERY SCHOOL ASSN	28,107
10	Fresno	J162	SUPPORTIVE SERVICES INC.	88,608
11	Glenn	1011	GLENN CO OFFICE OF EDUCATION	3,478
12	Humboldt	B205	HUMBOLDT CHILD CARE COUNCIL	5,073
13	Imperial	1013	IMPERIAL CO SUPT OF SCHOOLS	4,943
14	Inyo	1014	INYO CO SUPT OF SCHOOLS	608
14	Inyo	N230	INYO-MONO ADVOCATES FOR COMMUN	1,216
15	Kern	1015	KERN COUNTY SUPT OF SCHOOLS	64,093
17	Lake	B514	NORTH COAST OPPORTUNITIES INC	3,062
18	Lassen	B457	COMMUNITY HOUSING SERVICES	223
18	Lassen	1018	LASSEN CO OFFICE OF EDUCATION	2,563
19	Los Angeles	Y628	CHILD AND FAMILY SERVICES	178,965
19	Los Angeles	G088	CHILD CARE INFORMATION SERVICE	98,548
19	Los Angeles	G090	CHILD CARE RES CT SAN FERNANDO	301,726
19	Los Angeles	N616	CHILDREN'S HOME SOCIETY OF CAL	214,668
19	Los Angeles	Y908	CONNECTIONS FOR CHILDREN	158,147
19	Los Angeles	B749	CRYSTAL STAIRS	1,648,117
19	Los Angeles	B454	EQUIPOISE, INC.	188,261
19	Los Angeles	B763	MEXICAN AMER OPP FOUNDATION	178,990
19	Los Angeles	J852	OPTIONS-A CC & HUMAN SERV AGCY	0
19	Los Angeles	6490	POMONA UNIFIED SCHOOL DISTRICT	117,060
20	Madera	B457	COMMUNITY HOUSING SERVICES	1,418
20	Madera	A982	PRIVATE NURSERY SCHOOL ASSN	4,725
21	Marin	F228	MARIN CHILD CARE COUNCIL	46,606
22	Mariposa	N235	INFANT/CHILD ENRICHMENT SRVCS	1,261
23	Mendocino	B514	NORTH COAST OPPORTUNITIES INC	14,161
24	Merced	N608	CHILDREN'S SVCS NETWORK	3,281
27	Monterey	B518	CHILDREN'S SERVICES INTERNAT'L	52,135

County ID	County Name	Agency ID	Agency	Augmentation Amount
30	Orange	N616	CHILDREN'S HOME SOCIETY OF CAL	205,637
30	Orange	1030	ORANGE CO SUPT OF SCHOOLS	52,299
31	Placer	1031	PLACER CO SUPT OF SCHOOLS	22,036
33	Riverside	1033	RIVERSIDE COUNTY OFFICE OF ED	392,451
34	Sacramento	J388	CHILD ACTION INC.	244,243
35	San Benito	B649	GROWTH AND OPPORTUNITY, INC	7,038
36	San Bernadino	6490	POMONA UNIFIED SCHOOL DISTRICT	4,337
36	San Bernadino	H285	SAN BERNARDINO CO T.A.D.	153,235
37	San Diego	T007	CHILD DEVELOPMENT ASSOCIATES	92,545
37	San Diego	H796	SAN DIEGO CO DEPT OF SOC SVCS	282,927
37	San Diego	H945	YMCA OF SAN DIEGO COUNTY	28,453
38	San Francisco	B610	CHILDREN'S COUNCIL OF SF	56,090
38	San Francisco	X694	SAN FRANCISCO CO WELFARE DEPT	103,932
39	San Joaquin	B620	STOCKTON METROPOLITAN MINISTRY	29,848
40	San Luis Obispo	B621	ECONOMIC OPP COMM-SAN LUIS O	14,719
41	San Mateo	M232	CHILD CARE COORD COUNCIL INC	244,635
41	San Mateo	A982	PRIVATE NURSERY SCHOOL ASSN	12,063
42	Santa Barbara	1042	SANTA BARBARA CO SUPT OF SCHS	19,546
42	Santa Barbara	B845	SANTA BARBARA FAMILY CARE CTR	13,340
43	Santa Clara	X358	CHILD DEVELOPMENT INC	154,764
43	Santa Clara	B663	COMM COOR CC CNCL OF SANTA CLARA CO	903,029
43	Santa Clara	A982	PRIVATE NURSERY SCHOOL ASSN	92,879
44	Santa Cruz	K445	SANTA CRUZ CO HUMAN RES AGENCY	5,491
44	Santa Cruz	K444	SANTA CRUZ CO PARENTS ASSN INC	55,769
45	Shasta	1045	SHASTA CO OFFICE OF EDUCATION	38,945
46	Sierra	H910	SIERRA NEVADA CHILDREN'S SVCS.	236
47	Siskiyou	J803	SISKIYOU CHILD CARE COUNCIL	778
48	Solano	B689	SOLANO FAMILY & CHILDRENS CNCL	79,073
49	Sonoma	B822	COMM C C CNCL OF SONOMA CO INC	130,249
49	Sonoma	A982	PRIVATE NURSERY SCHOOL ASSN	12,588
49	Sonoma	B883	RIVER CHILD CARE SERVICES	12,845
50	Stanislaus	K283	STANISLAUS CO WELFARE DEPT	11,481
51	Sutter	N616	CHILDREN'S HOME SOCIETY OF CAL	2,794
54	Tulare	1054	TULARE CO OFFICE OF EDUCATION	2,807
56	Ventura	B715	CHILD DEV RES OF VENTURA CO	71,651
56	Ventura	N616	CHILDREN'S HOME SOCIETY OF CAL	13,254
57	Yolo	L173	CITY OF DAVIS	20,594
58	Yuba	N616	CHILDREN'S HOME SOCIETY OF CAL	4,699

Attachment B

CalWORKS Stage 3 Set-Aside

AUGMENTATION RESPONSE FORM

In order for a CalWORKs Alternative Payment Program contractor to receive the augmentation listed in Attachment A, **this form must be submitted to CDE at the address below by March 10, 2000.** If a contractor does not respond, CDE will assume that the agency does not need the proposed augmentation, and the funding will be reallocated to other agencies needing additional funds. Agencies must check one of the boxes below.

- ☐ With the augmentation to our existing Stage 3 Set-Aside contract as listed in Attachment A, our funds are now adequate to meet our Stage 3 Set-Aside needs through June 30, 2000.
- ☐ We need the augmentation listed in Attachment A and will also need additional funding to meet Stage 3 Set-Aside needs through June 30, 2000. By March 17, 2000, we will fax a completed Funding Analysis Survey form (Attachment C) documenting our need.
- ☐ We do not need the funding augmentation listed in Attachment A for Stage 3 Set-Aside. Current funding in our Stage 3 contracts will be sufficient to serve families through June 30, 2000.

Signature of Agency Administrator _____ Date _____

Typed or printed name _____ Title _____

Agency Name _____ Telephone Number _____

County Code _____

FAX to:
Child Development Fiscal Services
560 J Street, Suite 150
Sacramento, CA 95814

(916) 322-6050

Attachment C

CalWORKS Stage 3 Set-Aside

Funding Analysis Survey

This information is to be completed only if the CalWORKs Stage 3 Set-Aside contractor is requesting an augmentation in addition to the amount indicated in Attachment A order to meet caseload funding needs through June 30, 2000. **If completed, this survey is due March 17, 2000.**

Actual data from July 1999 through January 2000 must be provided. Estimates of this information will not be accepted. Do not count any child or provider cost twice. Be sure that any child/provider cost is included in only one of the categories below so that the agency's cost is not overstated.

Estimated information for February 2000 through June 2000 must be as accurate as possible. Artificially inflated data will only harm the credibility of an agency and cause problems if funds are not used. It will also make future requests by CDE for funding augmentations extremely difficult.

A. Estimated costs for Stage 3 Set-Aside Contracts (G3TO and F3AP) through June 30, 2000.

Enter costs for these contracts through the indicated dates. Include costs of children who were enrolled during this time period but who have left the program.

1. Cost of provider payments paid out through 1-31-00. (Checks actually cut 7-1-99 through 1-31-00 for services provided after July 1, 1999; do not include checks cut after this date.)	\$ _____
2. Estimated additional provider payments for care provided 7-1-99 through 1-31-00. (Include any checks cut after 1-31-00 and provider payments expected to be made for services provided after July 1, 1999.)	\$ _____
3. Estimated provider payments for children in care from 2-1-00 through 6-30-00.	\$ _____
4. Total estimated provider payments for 1999-2000 (Add items 1 + 2 + 3).	\$ _____
5. Administration and support costs (cannot exceed item 4 x 25 per cent; or 20 per cent of MRA)	\$ _____
6. Total estimated costs for serving children in G3TO/F3AP contracts (Add items 4 + 5)	\$ _____

The above costs and payments are based on the agency average monthly cost per child of \$_____ (excluding administrative and support costs).

B. Stage 3 Set-Aside Contract Funds Available

1. G3TO MRA	\$ _____
2. F3AP MRA (include augmentations)	\$ _____
3. Total Contracts (add B1.+ B2.)	\$ _____

C. Net Stage 3 Set-Aside Funds

Subtract: A.6. – B.3. \$ _____

If the amount for C. above is positive, no additional augmentation is needed.
If the amount for C. above is negative, this survey constitutes a request for an additional augmentation for Stage 3 Set-Aside costs in the amount indicated.

D. Children Timing Out

Indicate the total number of children who will "time out" (exhaust their 24-month period of eligibility) each month from Stage 1 and/or Stage 2 child care programs. This information will be used to verify current year statewide budget estimates and update estimates for fiscal year 2000-2001.

FY 1999/2000

January 2000

February 2000

March 2000

April 2000

May 2000

June 2000

E. Certification of Caseload Information

I certify that the caseload and cost information provided reflects actual data for July through January and that the estimates provided for February through June are the most accurate and conservative we are able to make.

Signature of the Agency Director

Date

Signature of a Representative from
the County Welfare Department

Date

(No request for additional funds will be considered unless the County Welfare Department has verified this information.)

FAX to:
Child Development Fiscal Services
560 J Street, Suite 150
Sacramento, CA 95814

(916) 322-6050